



CITY OF HOUSTON

Job Posting

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1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>Media Representative</div></div>
3	<div><div>Posting Number</div><div>PN# 110415</div></div>
4	<div><div>Department</div><div>Parks and Recreation</div></div>
5	<div><div>Division</div><div>Communications</div></div>
6	<div><div>Section</div><div>Communications</div></div>
7	<div><div>Reporting Location</div><div>2999 South Wayside Drive</div></div>
8	<div><div>Workdays & Hours</div><div>M-F, 8 A.M - 5 P.M*</div></div> <div>*Subject to change</div>
9	<div><div><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></div><div>The qualified individual will prepare press releases and media advisory bulletins. Coordinate and prepare monthly statistical information for dissemination to the media, public and community. Contribute news articles, information and ideas for the department’s new letters, informational bulletins and brochures. Recommend and maintain the department’s mailing list of organizations. May coordinate with advertising and marketing support companies to ensure timely delivery of services. Keep abreast of industry trends, developments and products. Attend and participate in industry related professional organizations. May handle special projects as requested.</div></div>
10	<div><div><u>WORKING CONDITIONS</u></div><div>This position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.</div></div>
11	<div><div><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></div><div>Requires a Bachelor’s degree in Journalism, Public Relations, Public Administration or a closely related field.</div></div>
12	<div><div><u>MINIMUM EXPERIENCE REQUIREMENTS</u></div><div>Three years of professional experience in media, public relations or a closely related field are required.</div></div>
13	<div><div><u>MINIMUM LICENSE REQUIREMENTS</u></div><div>A Valid Texas Driver's License and compliance with the City of Houston’s policy on driving (AP 2-2).</div></div>
14	<div><div><u>PREFERENCES</u></div></div>
15	<div><div><u>SELECTION/SKILLS TESTS REQUIRED</u></div><div>None</div></div>
16	<div><div><u>SAFETY IMPACT POSITION</u></div><div><input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div><u>SALARY INFORMATION</u></div><div>Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:</div><div><div><u>Salary Range – Pay Grade 22</u></div><div>\$1,277 - \$1,833 Biweekly \$33,202 - \$47,658 Annually</div></div></div>
18	<div><div><u>OPENING DATE</u></div><div>May 10, 2006</div></div>
19	<div><div><u>CLOSING DATE</u></div><div>May 16, 2006</div></div>
20	<div><div><u>APPLICATION PROCEDURES</u></div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>